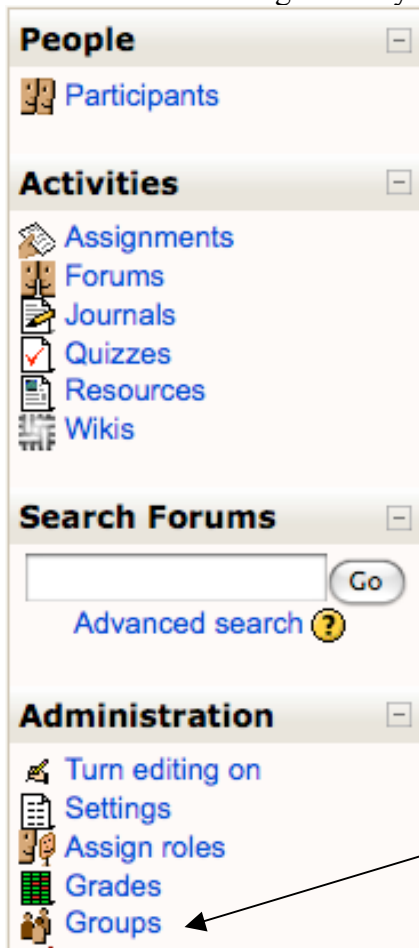


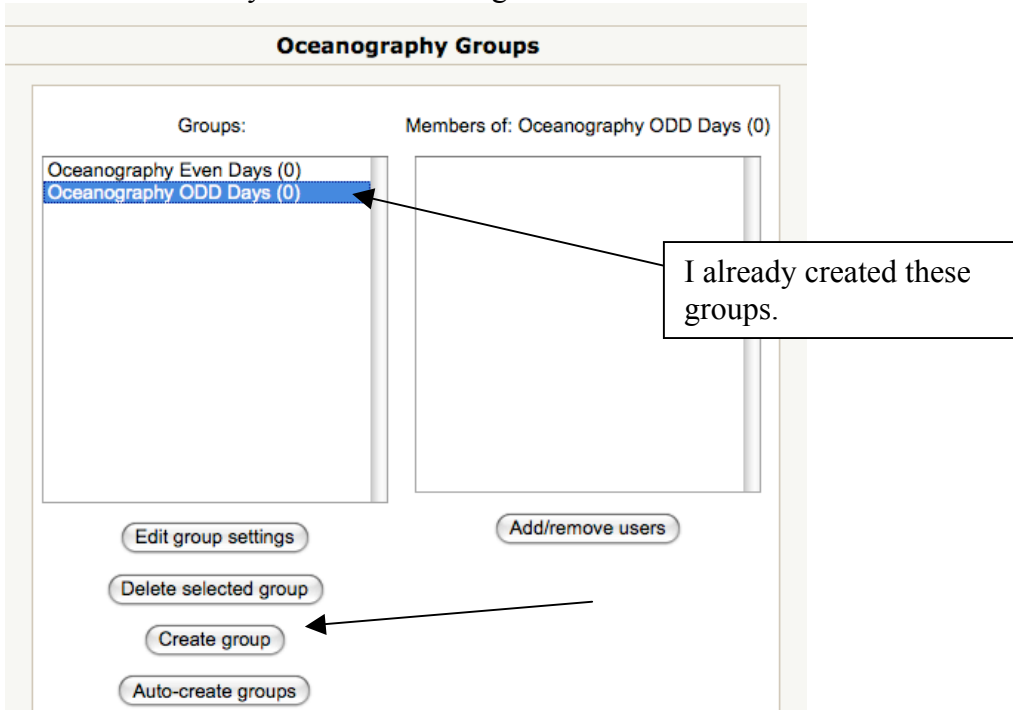
## MOODLE “How To...”

Set up and Put Students Into Groups: (Groups allow you to set up the students so that they can only see their classes information rather than everyone in all of your classes. It also makes it easier to keep track of the kids.)

1. Find the following Part of your screen:



- Click on groups.
- This will Take you to the following screen:

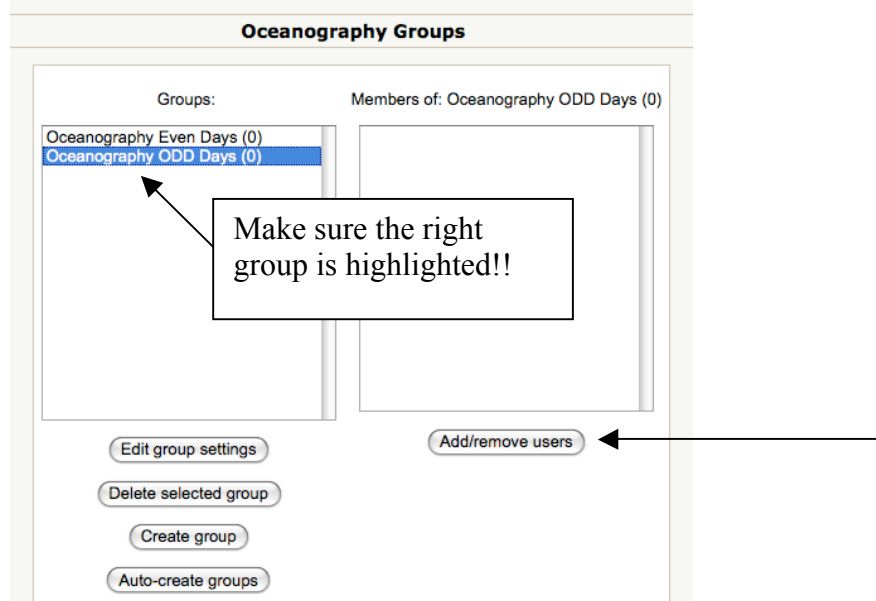


- c. Click on Create Group. (I have already created a group for my even and odd days.)
- d. When you click on create group you will see this:

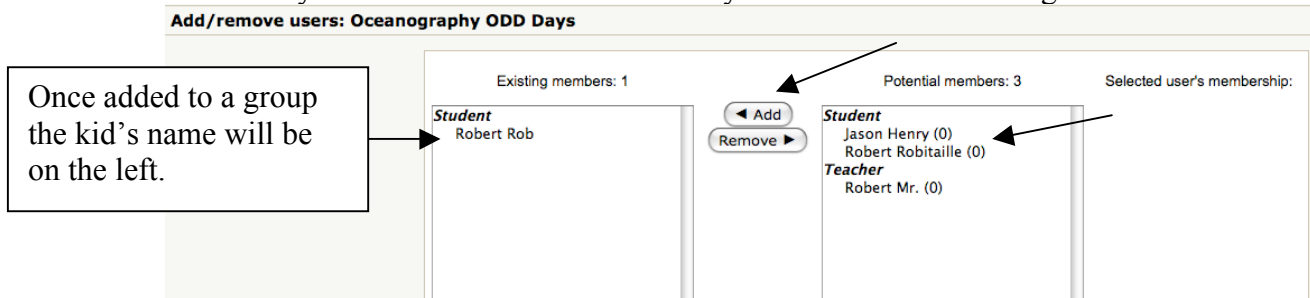
- e. Type in the group name and click Save Changes.
- f. When you click save changes your group will appear in the window.

2. To assign your students to group do the following:
- a. Click on groups.

b. Click on the group you wish to add a kid to. Then click on “Add/Remove Users.”



c. When you click on Add/Remove Users you will see the following screen:



d. Find the kid, click on their name, then click ADD. Once they are added their name will be on the left side.